

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
Regulatory Compliance, Communication, and Governance													
1	Governors insufficiently informed to make decisions regarding reopening the school	Staff Pupils Parents	1	4	4					1	1	1	L
					All risk assessments circulated to Governors for discussion and approval. Governors regularly appraised of events by Headmaster and Bursar in capacity of Clerk to the Governors.	Send updated Risk assessment for significant changes in guidance and operations	MA	Ongoing					
2	Communication	Staff Pupils Parents Governors	3	3	9					2	2	4	L
					Regular updates to all key stakeholders on school operations and Covid control measures. Key Covid procedures are documented in policy or procedure notes.		SMT	As required					
					Deputy Heads available to any member of staff for individual meetings to discuss issues		DFG SG	As required					
					All communications to parents copied to staff		KB	As required					
3	Regulatory Compliance	Staff Pupils Governors	2	4	8					1	3	3	L
					Nominated individuals responsible for monitoring and ensure compliance with regulatory guidance		SMT	Ongoing					
					Latest regulations and general advice (government, DHSC, PHE, NHS, Local Authority etc) to be monitored and this risk assessment to be updated as required.	SMT are sent all DfE Guidance updates	All	Ongoing					
					COVID-19 five point certificate to be completed, signed and uploaded to school internal website / staff directory along with risk assessments	Confirm school's compliance once risk assessments finalised then sign and upload	JMS	Complete					
					Share Risk Assessment with insurers and ensure they are informed on the school's Covid 19 procedures		MA	Ongoing					
4	Risk policies are not updated to reflect Covid-19	Staff Pupils	3	3	9					2	2	4	L
					All policies to be reviewed to see if they require updating for COVID-19 considerations	Note: Policies are reviewed to a rolling schedule. Covid-specific adaptations will be covered within instructions to be communicated at start of term.	SMT	Ongoing					
					Pupil behaviour policy /Medical / Attendance and isolation/ Child Protection / Safeguarding policies updated		CMM JCG	Complete					
5	Risk of inadequate decision making and procedures for when to close bubbles / school	Staff Pupils Parents Visitors	2	5	10					1	3	3	L
					Decision making criteria for when to isolate Close Contacts/ close bubbles and when to engage local Health Authority clearly defined in Covid procedures	Documented in Covid-19 attendance and medical policy and in new COVID Positive Test Protocol	DG CMM	Complete					

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
6	Reputational risk if outbreak at school / COVID-19 procedures insufficient	Staff Pupils Parents Visitors	3	4	12	Protocols developed for reacting to a positive test, identifying close contacts and communicating to staff, parents and pupils. Responsible SMT leads will review information, consult with the DfE Coronavirus teams, and decide on actions and contagion mitigants.	Documented in <i>Covid-19 attendance and medical policy</i> and in new COVID Positive Test Protocol.	SMT	Complete	1	3	3	L
						Robust risk management assessment and control procedures.	SMT	Ongoing					
						Remind staff and parents to refer media enquiries to the school. KB to and manage external communications.	KB	Ongoing					
						Governor approval of risk management process and framework	MA	Ongoing					
Minimise risk of infection from Covid-19													
7	Insufficient monitoring of the effectiveness of and compliance with Covid control measures	Staff Pupils Parents Visitors	3	4	12					2	4	8	L
						SMT responsible for monitoring compliance, seeking feedback, and assessing compliance of control measures.	SMT to actively monitor around the site during the day. Covid 19 is standing agenda item at weekly meetings of SMT. School has continuously demonstrated a more precautionary approach, e.g. Staff and senior school mask use ahead of guidance.	SMT	Ongoing				
8	Social Distancing 1 - Site capacity. More pupils return to school than can be safely accommodated on the site whilst following "bubble" and social distancing guidelines.	Staff Pupils	5	3	15					3	2	6	L
						Planning follows the Government's guidance for Schools, ensuring that contact between bubbles is kept to a minimum.	From Summer 2021 , the guidance allows for some relaxation. E.g. Sports fixtures, year-group assemblies, and single speaker visits, so long as social distancing is followed.	SMT	Ongoing				
						Pupils divided into "bubbles". In the Junior school these comprise now EYFS, KS1, Y3&4 and Y5&6, who remain in their classroom as much as possible. In older year groups, bubbles sizes of up to one year-group to accommodate taking different classes. Seating plans are kept and adhered to for every lesson or activity to minimise contact within bubbles.	A limited amount of mixing between bubbles will inevitably take place. E.g. in high transit areas e.g. corridors, toilets (can be assigned to more than one bubble), extended day (assigned groupings will be consistent) and dedicated school transport.	DFG CMM	Ongoing				
9	Social Distancing 2 - Room and Corridor Capacity.	Staff Pupils	4	3	12					2	2	4	L
						Risk mitigated by use of face coverings where appropriate, in line with the latest guidance.	From 17th May 2021 . Pupils are no longer expected to wear face coverings. Staff are required to wear face coverings in communal areas where social distancing cannot be maintained (2m or 1m+)	SMT	Ongoing				

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Staff reminded to maintain social distancing where possible by encouraging pupils to spread out and maximising use of outside space.	Signage at main entrance gates and entrances to buildings.	PT	Ongoing				
						Room adjustments to layout, capacity, or signage to promote safe social distancing	Seating spaced out and excess furniture removed. Room capacity signage displayed. Within classrooms pupils will not be adhering to 1m distancing - bubbles will be the control measure.	PT	Complete				
						Rooming schedule substantially altered to reduce movement between lessons. Most lessons will take place in Year Group areas and teachers will move around the site rather than pupils.	As per Government guidance, this is not possible for subjects using specialist equipment	DFG	Ongoing				
						DfE Planning Guide for Primary Schools recognises that EY and primary age children cannot be expected to social distance. Mitigated by adjusting layout and maximising use of outside spaces.		CMM	Ongoing				
						One way systems to be implemented for corridors and staircases where practical. Government advice states that the risk associated with passing briefly in the corridor is very low.	Internal areas will be marked with wall and floor arrows	PT	Complete				
						Where possible, year groups are assigned dedicated use of a toilet facility to avoid mixing of bubbles.	Additional toilets installed for KS2 year 5&6 use. Exceptions to use policy are permitted, e.g. in Snr school, pupils will use nearest toilet during lessons for safeguarding reasons.	DFG CMM	Complete				
10	Social Distancing 3 - Congestion at pupil arrival and pick up time meaning that social distancing is not conformed to	Staff Pupils Parents Visitors	4	3	12					3	2	6	L
						Staggered drop off and pick up times each year group involving collection from individual classrooms.	Communications sent to parents on the drop off / pick up arrangements and the importance of maintaining appropriate social distance.	CMM DFG	Ongoing				
						Discrete entry points to the school assigned for each Key-stage (Jnr) or Year-Group (Snr)	Included in pupil and parent instructions	DFG CMM	Ongoing				
						Define areas as waiting zones. Parents reminded to socially distance whilst on site. Senior parents only allowed on site if they have an appointment.	Route markings per year group are marked at 2m. No changes proposed	BA	Ongoing				
						Creation of a one way system around the school where paths are narrower than 2m. This is predominantly the junior school exterior.	Pedestrian route to be marked on road at Upwood Road entrance. Prepare a one way system for the senior school where needed.	JMS JMS	Ongoing				
11	Social Distancing 4 - Individuals not following instructions / compromising social distancing.	Staff Pupils Parents Visitors	3	4	12					2	4	8	L
						Instructions on Covid control and social distancing procedures are a key feature of communications to staff, pupils, and parents.	From 17th May 2021: Staff and parent communications have been sent out detailing the changes.	DG CMM	Ongoing				

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk				
			L	S	Risk					L	S	Risk	Low / Medium / High	
						Briefings/posters displayed to remind staff that they should socially distance at all times in school.	CMM DFG	Complete						
						Create outside play zones (inside as well for EYFS) for all year groups. Groups within bubbles can rotate round and resources can be wiped down / cleaned in between groups. Rooms can be zoned if necessary.	Extra supervision duties to ensure that this is maintained. Sanctions for pupils who do not follow the rules.	CMM DFG	Ongoing					
						Junior and Senior School Behaviour Policy updated to reflect new rules and routines	Updated Behaviour Policy communicated to children/staff/parents: - Reinforcing daily to children - Reinforcing at regular intervals to staff. - Communicate to parents new expectations / rules	CMM JG	Completed					
12	Social Distancing 5 - Maintaining Social Distancing and hygiene measures at lunch and break times	Staff Pupils	4	3	12						3	2	6	L
						Pupils in each bubble will remain together at snack / break lunch time and will not be allowed to mix with other bubbles.	From 17th May 2021: Rules on use of Roebucks café is being relaxed with this facility now accessible to Yr 12.	CMM DFG	Ongoing					
						Designated break areas for each bubble at recreation times.		CMM DFG	Ongoing					
						Staff to remain at safe distance from each other at lunchtime/during breaks		SMT	Ongoing					
						All pupils are to bring in their own breaktime snack and named water bottles daily. These must not be shared.		CMM DFG	Ongoing					
13	Social Distancing 6 - Providing necessary intimate care (main relevance to EYFS)	Staff Pupils	3	3	9						2	2	4	L
						Where children have wet/soiled themselves, staff should wear disposable gloves/apron and mask	Ensure that there is a good supply of gloves, aprons, masks/visors and cleaning materials in the EYFS Wet Room	AH	Ongoing					
						Waste/nappies to be disposed in yellow bin in nurse's room	See above regarding PPE training	ZH	Ongoing					
						If shower facilities are required these must be thoroughly cleaned after use following the appropriate cleaning regime for bodily fluids.		PT	Ongoing					
							Review intimate Care Policy and adapt for COVID-19	CMM	Complete					
14	Failure to maintain hand hygiene.	Staff Pupils Parents Visitors	3	4	12						2	4	8	L
						All entry points to school to have sanitiser available with clear signage - handwashing on entry is mandatory.		PT	Complete					
						Posters displayed around areas open in school encouraging consistency on hygiene and keeping to own bubble		PT	Complete					
						Temporary washbasin (troughs) installed to increase the number of and accessibility to hand-washing facilities.		PT	Complete					
						Staff on a daily basis: explicitly teach and model good hand/respiratory hygiene and supervise health and hygiene arrangements such as handwashing/tissue disposal and toilet flushing		Staff	Ongoing					

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
15	Failure to maintain respiratory hygiene	Staff Pupils Parents Visitors	4	4	16	Risk mitigated by use of face coverings where appropriate, in line with the latest guidance.	From 17th May 2021. Pupils are no longer expected to wear face coverings. Staff are required to wear face coverings in communal areas where social distancing cannot be maintained (2m or 1m+)	All	Ongoing	2	4	8	L
						Ventilation in all areas of the school maintained even in winter months where possible.	Importance of ventilation as a preventative measure has been stressed to staff. Guidelines on ventilation and uniform code issued.	All	Ongoing				
						Catch it, Bin it, Kill it message promoted. Tissues provided in every classroom. These to be disposed of in provided bins to be emptied regularly.	Cleaners training on double bagging waste	PT	Ongoing				
16	Insufficient training on safe use of PPE	Staff Pupils Parents Visitors	4	4	16	Staff and pupil instructions to include clear guidance on when PPE should be used and training given regarding safe use.		AH KB ZH	Ongoing	2	4	8	L
						Appropriate training provided, non-surgical PPE disposed of safely in bags or lidded bins. Medical use PPE disposed of within clinical waste bins. Hands must be washed immediately upon removal of PPE.		All	Ongoing				
17	PPE 1 - Insufficient availability of PPE	Staff Pupils	2	2	4	School keeping are responsible for ensuring supply of PPE is maintained and suitably distributed around the school: Plastic Gloves, Non-surgical face masks, Plastic aprons, Visors.	The Government have provided sufficient PPE for asymptomatic testing in school.	SMT PT	Ongoing	2	2	4	L
						PPE, including non-surgical face masks, aprons, visors and plastic gloves are available for all staff to wear if this is their personal preference.	Ensure supply of fluid resistant surgical face masks (kept in Medical Rooms).	Staff	Ongoing				
						Cough and sneeze screens have been installed as a physical barrier to the transmission of Covid 19 throughout School and CLS	Additional screens required for Covid test site	JMS	Complete				
18	Uniform requirements - risk of COVID-19 contamination from clothing	Staff Pupils	4	3	12	Pupils should wear school uniform with some modifications, e.g. wearing PE kit to school on games days to avoid use of changing rooms, or use of own clothes in Junior school.	From 17th May 2021. Restrictions on changing room use mean uniform procedures in use throughout Covid will remain for the Summer term.	Pupils	Ongoing	2	3	6	L
19	Transport 1 - travelling to school	Staff Pupils	3	4	12	Staff, parents and pupils encouraged to walk, cycle or drive. Additional cycle storage facilities installed.		SMT	Complete	1	3	3	L

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk				
			L	S	Risk					L	S	Risk	Low / Medium / High	
						Staff who need to use public transport encouraged to travel at off-peak times and will be provided with a mask if requested.	From 17th May: Staff and pupils reminded that despite relaxation of mask policy, these are required for School and public transport, and masks should be carried at all times.	JMS	Ongoing					
						Parents and pupils encouraged not to use public transport to school, and if essential, to avoid busy times and wear face coverings.		SMT	Ongoing					
						All individuals entering the buildings must sanitise their hands. This will be reinforced for users of public transport.		SMT	Ongoing					
20	Transport 2 - use of School coach transport	Pupils	4	4	16						2	3	6	L
						DfE Guidance on running school transport in "Guidance for full opening: schools" being followed. Drivers will use PPE, sanitation and screening. Pupils will board and sit in defined seating plans, use sanitiser on boarding and disembarking, and pupils >11 years will be given washable facemasks.	Centaur Coaches have agreed to operate to the Schools Covid Procedures. Centaur have their own risk assessment that is shared with the School.	MA	Ongoing					
21	Transport 3 - use of the school minibuses	Staff Pupils	3	4	12									
						Use of minibuses will be considered within Covid risk assessments for restarting sporting fixtures and trips. Where possible, transport will be within bubbles.	From Summer 2021 - Use of minibuses becoming more prevalent for sports fixtures and trips. Bubble rules still apply.	JMS	Ongoing		1	2	2	L
						DfE guidance on school transport will be followed (as per use of School Transport).		JMS	Ongoing					
22	Catering (school-provided)	Staff Pupils	3	3	9						2	2	4	L
						Extended lunch service, simplified menu options, and staggered meal times will facilitate moving children through the hall in bubbles, with cleaning in between.		DFG SG	Ongoing					
						Screens erected to segregate bubbles in the dining hall		PT	Complete					
						CH&CO (contract caterer) responsible for risk assessment for their staff and processes including kitchens and food production.		CH&CO	Ongoing					
23	Maintaining hygiene of resources and equipment	Staff Pupils Parents Visitors	4	3	12						2	3	6	L
						Resources and equipment kept to a minimum and rotated between sessions. Any that are not easily washable or wipeable should be removed.		All staff	Ongoing					
						Pupils to have individual resources (pens / pencils / rules, etc) that are not shared. Junior school bubbles are allocated their own IT equipment.	From May 2021. Use of Lockers in Senior school is being reintroduced. These will be individually assigned and in accessible, outdoor locations wherever possible.	All staff	Ongoing					
						Resources and equipment to be cleaned throughout each session and at the end of each session.	Communicate to staff expectations about cleaning and hygiene with regard to indoor/outdoor resources and equipment.	CMM DFG	Ongoing					

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
24	Maintaining optimum levels of cleaning	Staff Pupils Parents Visitors	2	4	8	Resources should not be shared with pupils before cleaning (i.e. reading books, rulers, art materials etc) Materials that are not easily washable or wipeable should not be used.		All staff	Ongoing	2	3	6	L
						Cleaning methods updated in line with government guidance	JMS	Ongoing					
						Doors to be propped open to reduce use of handles	Confirmation received from the London Fire Brigade regarding propping open doors	JMS	Ongoing				
						All frequently touched surfaces, door handles, light switches, toilets used during the day will need to be cleaned at least twice each day.	Schoolkeeper to prop open internal doors at the start of the day.	PT	Ongoing				
						A pool of cleaners will be on site during the day to provide intra-day cleaning	Schoolkeeper to check all doors are closed at the end of day	PT	Ongoing				
						Normal out of hours cleaning times rescheduled so to avoid overlap with pupils in school	Earliest shifts to start at 15.45 not 15.30	PT	Ongoing				
						Wipes provided in every classroom and office for pupils to wipe down their desks and chairs and equipment and for staff to do similarly.	Ensure sufficient supply of cleaning products/wipes for sani	PT	Ongoing				
						Deep cleaning following government guidelines in the case of suspected or confirmed case of COVID-19.		JMS	As required				
25	School sports/clubs	Staff Pupils	4	3	12	Guidance for Summer 2021 allows for inter-school sports fixtures. This will be subject to a SMT level decision before School fixtures can recommence. Individual sports will be subject to a risk assessment by the Sports Department.	From May 2021: SMT have endorsed School fixtures to recommence. Precautions such as segregated facilities & toilets are being taken	NR	Ongoing	2	3	6	L
						Adaptations such as wearing uniform on PE days and not using changing facilities except for swimming .	Pupils are wearing swimming costume under clothes so only use changing room once. Cleaned between uses.	DFG CMM	Ongoing				
						Clubs permitted, adhering to guidance on bubbles. External providers lead lower-risk outdoor clubs only.	Staff to keep seating plans, clean equipment after use.	DFG/CMM	Ongoing				
26	Trips - domestic	Staff Pupils	3	3	9	Guidance for Summer 2021 allows for School trips from 12th April and Domestic residential trips from 17th May.	From May 2021. SMT have endorsed School fixtures to recommence. Trips are subject to the completion of a risk assessment, which also takes account of Covid-19.	SMT	Ongoing	2	2	4	L
27	Water fountains and bottle fill - risk of infection	Staff Pupils	3	4	12	All bubbler water fountains to be taken out of use. Clear signage re. safe use.		PT	Complete	2	2	4	L
						Regular cleaning of push buttons		PT	Ongoing				

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Swan neck bottle-fillers retrofitted to all external fountains to mitigate contamination risk.	MLR	Complete					
28	Trips - international	Staff Pupils	3	4	12	NO INTERNATIONAL SCHOOL TRIPS WILL BE APPROVED AT PRESENT. The Schools insurers advise against scheduling overseas trips, however, some are in the planning stages Once permitted, a risk assessment taking account of Covid-19 will be undertaken.	SMT	Ongoing					
29	Showering facilities	Staff Pupils	3	3	9	School activities being adapted to minimise showering and changing (e.g. wearing PE kit to/from school) Summer 2021 - It is still the position that children will wear sports kit to school and avoid using showering facilities.	SMT	Ongoing	2	3	6	L	
30	Use of lifts	Staff Pupils	2	4	8	Safe-capacity restrictions and enhanced cleaning regimen for staff showers introduced. Use of lifts limited to essential use only. Capacity limits imposed	PT	Complete	1	2	2	L	
Risk Assessment for COVID 19 Test, Trace & Isolate Process													
31	Risk that Test and Trace process is not understood by pupils, parents or staff	Staff Pupils Visitors	3	4	12	Information has been published by the School on Covid procedures, including protocols for reacting to a positive test, identifying close contacts and communicating to staff, parents and pupils.	All	Ongoing	1	2	2	L	
32	Risk of incomplete records to complete Track and Trace	Staff Pupils Visitors	3	3	9	Pupil registrations are taken and recorded centrally. Seating plans are recorded for lessons and for other regular activities e.g. school transport. Staff and visitor sign-in procedures implemented to ensure record available during term and holidays. Records are kept of those absent with symptoms to ensure test results are received.	SMT	Ongoing	2	2	4	L	
33	Risk Guidance on Track and Trace is not implemented correctly or adhered to	Staff Pupils Visitors	3	3	9	Dedicated reporting procedures have been set up and communicated for reporting confirmed positive cases of Covid-19 to the school. Summer 2021. Staff and pupils have been updated on the new Home testing regimen, including frequency of testing, how to register tests with NHS Track and Trace, and a reminder of the procedure for a positive test result.	SMT	Ongoing	2	2	4	L	
						Designated individuals are responsible for implementing Track and Trace per the School's COVID Positive Test Protocol.	SMT	Ongoing					

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
34	Risk of non-compliance with data protection.	Staff	2	3	6	Communications are sent to parents for each incidence with information on the isolation procedure and duration	SMT	Ongoing	1	2	2	L	
35	Risk that procedures for reporting COVID-19 instances to external authorities not known or applied.	Staff	2	3	6	Record of Suspected and confirmed Covid tests is securely stored on a central spreadsheet with restricted access. Covid-19 Testing privacy statement published on the legal basis for collation and use of testing data. This clearly sets out requirement for sharing data with public health authorities.	Summer 2021. Risk negated as personal information on testing is no longer recorded by the schools and subjects register results directly with track and trace. Follow up on deleting school test information in line with data handling recommendations	SMT MA	Ongoing Ongoing	1	2	2	L
						Nominated individuals are responsible recording suspected Covid-19 cases and test results, with oversight of the entire school.	Summer 2021 - Although individuals are responsible for registering their own home tests directly with NHS track and trace, the school will keep a log of confirmed cases and consult with relevant authorities as necessary on remedial actions.	DG/SG/MA	Ongoing				
						Nominated individuals responsible for liaison with local public health authorities and reporting of confirmed Covid cases		DG/SG/MA	Ongoing				
Risk assessment Covid 19 pupil and staff testing													
36	Risk that the School Testing programme is not understood by those administering or participating in testing	Staff Pupils Parents	3	3	9	Explanatory communications are being sent to those being tested and parents/ guardians	Summer 2021. All Staff and Senior school pupils receive sufficient tests to carry out 2X/week at home. Procedures distributed for Home testing kits and explanatory emails	DFG/CMM	Ongoing	2	2	4	L
						Test instruction posters, booklets, FAQ and briefings are readily available and apparent.		SMT	Ongoing				
						Junior School: Staff are being provided with home testing kits and asked to carry out twice weekly LF tests. All staff to get tested before return to School.	There is no testing for primary age children at present	CMM	Ongoing				
37	Risk that the testing is incorrectly administered, processed or recorded.	Pupils Staff	3	3	9	All staff and volunteers involved in the in-school testing undertook online training modules on testing process. All test subjects experienced at least 3X supervised Lateral Flow testing in school before home testing implemented.	Summer 2021 - Clarification issued that a confirmatory PCR test is required after a positive lateral flow test, and that lateral flow tests are for asymptomatic testing only. A PCR test must be taken whenever a pupil or staff members presents with the symptoms of Covid 19	SMT	Ongoing	2	2	4	L
						Procedures for Home testing kits distributed w/c 1 March 21.		MA/CMM/DG	Ongoing				
Medical risk assessment													
38	Risk that contagious individual (symptomatic or asymptomatic) is present at School	Staff Pupils Parents Visitors	4	4	16					2	4	8	L

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Summer 2021 - All in scope pupils and staff have home testing kits for use throughout Easter and will test prior to return to school	All	As required					
						Regular twice weekly asymptomatic testing of Snr School pupils and staff to identify and isolate contagious individuals	SMT	Ongoing					
						Measures outlined to Minimise the risk of infection mitigate against contagion from an infectious individual.	All	Ongoing					
39	Risk that pupils, parents or staff do not follow national Government Covid-isolation procedures.	Staff Pupils Parents Visitors	4	3	12					2	3	6	L
						Updated policy on reporting symptoms, Test and Trace, isolation and return to school developed and communicated to staff, pupils and parents as part of training and communication	Summer 2021 - importance of continuing to follow Covid isolation and testing procedures communicated	SMT	Ongoing				
						Level of adherence to Covid safety measures monitored by SMT. Frequent reminders to follow guidance sent as communications to pupils, parents and staff.		Ongoing					
40	Risk to Clinically Vulnerable (CV) or Clinically Extremely Vulnerable (CEV) individuals	Staff Parents Visitors Household	3	5	15					2	4	8	L
						Individuals in these categories should attend School subject to appropriate measures, communication and actions to reduce anxiety and risk. Individual risk assessments are carried out where appropriate, taking into account instances whereby a pupil or staff member may live with someone in the CV or CEV categories in their household or support bubble.	We are not aware of any CEV pupil at present. Staff are encouraged to discuss health issues or concerns with their line managers or a member of SMT. Some clinically vulnerable staff to work from home if medical advice letter received.		Ongoing				
41	New and Expectant Mothers	Staff	3	4	12			SMT		2	3	6	L
						Pregnant staff and new mothers are classified as higher risk and should follow government guidance.	Whilst government guidance is not for pregnant mothers to shield, a more precautionary approach is advised. A risk assessment will be made of returning to work for pregnant staff and new mothers, in conjunction with medical advice from the employee's doctor	DFG CMM	As required				
42	BAME	Staff	3	4	12					2	3	6	L
						There is evidence black, Asian and minority ethnic (BAME) people are disproportionately affected by COVID-19, particularly those with comorbidities. Where staff have specific concerns, a risk assessment will be made for their returning to work in conjunction with medical advice from the employee's doctor.	Identify BAME individuals with concerns as part of the return to work briefings and staff discussions. Appropriate consideration should be given to wellbeing for individuals who are at higher risk if they contract Covid-19.	DFG CMM JMS	As required				
Wellbeing and safeguarding													
43	Risk that pupils or parents elect not to return and miss out on education and development opportunities	Pupils	3	3	9					3	2	6	L

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
44	Impact on staff and pupils with protected characteristics and SEN	Staff Pupils	2	2	4	Education is mandatory and all children are expected to return to school (exceptions Clinically extremely vulnerable, or where a risk assessment recommends a child remains at home).	The School is containing to listens to families' concerns, offering reassurance and encouraging return for child's benefit.	SMT	Ongoing	1	2	2	L
						Remote teaching can continue in the case of isolation or lockdown due to investment in IT to facilitate Hybrid learning		SMT	Ongoing				
						Programme for new joiners to include substantial contact with key members of staff.		SMT	Ongoing				
						SEND department arranges 1:1 lessons for those pupils at risk of falling behind if they won't come into school .		SMT	Ongoing				
						Covid-19 related risk factors specific to these groups are considered on an individual basis when making decisions about a pupils attendance		SMT	Ongoing				
45	Inadequate safeguarding procedures.	Staff Pupils Parents Visitors	2	4	8	Revised rules, adapted for individual key stages/SEND children, referenced in policy with sanctions.		JG CMM	Completed	1	3	3	L
						Safeguarding policy updated in line with COVID-19 advice from government. The school is alert to new safeguarding risk and potential indicators as a consequence of lockdown.	Policy available on website and in documents .	JG	Completed				
						DSL or their deputy available on site whenever there are pupils in school.	One member of safeguarding team/SMT always on site.	DSL	Ongoing				
46	Ensuring high standards of staff and pupil welfare.	Staff Pupils	3	4	12	All staff contacted to ascertain current personal situation regarding shielding of themselves or people in their household	individual risk assessments completed as required to address staff or pupil concerns.	SMT	Ongoing	2	2	4	L
						All rotas designed to ensure that ratios are maintained, work hour expectations are reasonable and there is always: - Access to school nurse - Access to DSL - Member/s of SMT available at all times	All staff given access to the risk assessment and asked to give feedback	SMT	Ongoing				
						Care taken to manage workload associated with remote learning and school teaching.	SMT review level of supply cover available. Actions taken include recruitment of additional cover teachers and bringing staff back from furlough.	SMT	Ongoing				
						Availability of counsellor for all staff and pupils	Number of days counsellor is available extended to provide extra capacity for staff and pupils.	Counsellor	Ongoing				
						Usual pastoral care systems in place to deal with trauma, anxiety, behavioural issues and bereavement. Pastoral systems continue including access to pastoral staff, pastoral assemblies and regular pupil communications regarding well-being		Staff JG CMM	Ongoing Ongoing				

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk					
			L	S	Risk					L	S	Risk	Low / Medium / High		
47	Working from home - H&S issues	Staff Pupils	3	4	12	Deputy Head appointed Staff Welfare officer for the Junior school	CMM	Complete							
						Staff expected to return to work in accordance with DfE guidance, unless still furloughed.	SMT	Ongoing	2	2	4	L			
						Correct use of DSE safety training is given to all staff.	JMS	06/04/2020							
						Office chairs, ergonomic supports and additional IT equipment is provided to staff with special requirements to create a safe home workspace	Staff	As required							
						iPads made available for junior pupils for loan. Senior school pupils in receipt of high percentage fee remission offered a school surface / laptop on loan.	MA CMM	Ongoing							
Facilities and Premises															
48	Fire: real or false alarm	Staff Pupils Parents Visitors	2	4	8							1	3	3	L
						Fire practice sessions whenever a new group of pupils / staff return so as to incorporate staggered starters/staff	SMT	Ongoing							
						Review fire evacuation procedures in light of changing pupil numbers and new one way systems.	JMS	Complete							
						Ascertain FLOs once all staff surveys are in. Reassign where necessary.	JMS	Ongoing							
						Review fire evacuation signage in each room to ensure it reflects any revised routes.	JMS	Complete							
						Review fire signage in assembly points to ensure that evacuees are as socially distanced	JMS	Complete							
49	Fire - regular checks	Staff Pupils	2	4	8							1	3	3	L
						All regular fire checks and tests continuing and being documented.	PT	Ongoing	1	3	3	L			
50	Water quality	Staff Pupils	3	3	9							2	3	6	L
						Weekly regular documented flushing of all water outlets in place	JMS	Ongoing							
						Annual water tanks cleaning & chlorination	MLR	complete							
						Carry out testing of all water outlets prior to return to school	MLR	complete							
						Treat any water tanks that produce abnormal bacterial readings	MLR	complete							
						Water fountains - clean thoroughly	PT	Ongoing							
51	Air handling and air conditioning systems	Staff Pupils	2	4	8	Water dispensers six-monthly inspections carried out.	Premises run all water dispensers during closure.	PT	Ongoing						
						All air-con and air-handling inspected and maintained on a six-monthly basis.	MLR	Ongoing	1	3	3	L			

Hazard Number	Hazard Description (Where / When)	People who are at Risk	Inherent Risk			Description of preventative measures / actions	Further Actions required / Additional Comment	By Whom	Action status	Retained Risk			
			L	S	Risk					L	S	Risk	Low / Medium / High
						Set units to use external air where possible, and set to maximum power and runtime.	MLR	complete					
						Any units that cannot use external air to be turned off to avoid circulation of infectious particles.	MLR	complete					
52	Buildings safety inspections	Staff Pupils	2	3	6					1	3	3	L
						Weekly building inspections being carried out and documented	PT	Ongoing					
53	Sports centre	Staff Pupils	4	3	12					1	3	3	L
						Government guidance for the operation of Gyms and Leisure Centres during Covid-19 is being followed.	NLK	Ongoing					
						CLS Risk Assessment prepared for opening to members or external hires under Covid restrictions	NLK	Ongoing					
						Testing / filtration / chemical treatment ongoing.	NK	Ongoing					
						Monitor school plan for school re-use	NK	Ongoing					
						Sports hall / pavilion may be used by the school - such areas to be treated consistently with other classroom spaces.	JMS	As required					
						RA's for school use of pool and other facilities	NLR	As required					
54	Contractors	Staff Pupils	3	3	9					2	3	6	L
						Contractor visits are permitted. Consideration given as to nature and timing of works to minimise contact with staff and pupils.	MLR	As required					
						Contractor information form and induction form amended to cover COVID-19 guidance compliance.	MLR	Completed					
						Procedure implemented to ensure work has been risk assessed for Covid-19 by contractors.							
55	Security	Staff Pupils	3	2	6					2	2	4	L
						Unused parts of the site to be kept secure, receptions staffed when school open.	PT	Ongoing					
						Holiday time: all staff not on timetable to sign in and record their working location (lone -working procedures).	All staff	Ongoing					
						Term time: all staff to register their presence in senior school by registering their staff id card on a reader	JMS SMT	Ongoing					
						Junior school - will continue to use their existing manual sign-in & out sheets, sheets to be retained .	JMS	Ongoing					